

GRADUATE COUNCIL
October 26, 2016
11:00am – 12:00noon
1310A Marie Mount Hall

AGENDA

1. Welcome
2. Approval of the minutes
3. Graduate Faculty Proposal
4. New Business
 - a. Statement of Mutual Expectations – Teaching Assistants
 - b. Other topics
 - c. Committee assignments and charges
5. Adjourn

Minutes of the Graduate Council (GC) for September 27, 2016

Present: Andrews, Beise, Besharov, Bruck, Cork, Dalglish, Davis, J., Dougherty, Edwards, Franke (Chair), Green, Grun, Hildy, Howell, King-Rice, Klauda, Koser, Lao, Maddux, McIver, Moeller, Neubert, Rabin, Rankin, Schwarber, Takechui, Tambe, Weeks

I. Welcome

Dean Franke welcomed all councilors and introduced new graduate councilors for the AY 16-17.

II. Approval of Minutes

Minutes of the meeting of April 27, 2016 were approved with no emendations.

III. Guest Speaker: Provost Rankin

Provost Rankin updated the GC on the status of the Graduate School (GS) internal review and timeline for the final report. The report will be completed by the end of the Fall 2016 semester. The Task Force, chaired by Jennifer King-Rice, was tasked to review the operations and organization of the Graduate School, and to provide the Provost with recommendations for a strong path forward. The Task Force has a full schedule of meetings with stakeholders of the GS throughout the next month.

IV. Policy Updates

Dean Franke discussed the process for reviewing and approving updates to GS academic policy. The Council agreed that Dean Franke should establish a GC "Box" under the UMD Box Storage account system where documents can be housed for review and input.

The GC discussed possible revisions to the policy *Graduate School Requirements Applicable to all Doctoral Degrees*. Councilors noted several areas that need clarification including what "special" members of the graduate faculty can serve on dissertation committees, the validation of emergency dissertation committee replacements by the GS (Councilor Tambe), updated federal guidelines regarding human subjects (Councilor Dougherty) and remote participation (Councilor Weeks). Councilors Hildy and Moeller recommended the GS annually inventory and make available a list of what venues across campus are available for remote participation and what technology is available at each venue.

Dean Franke informed the GC that GOA data collection for AY 16-17 will be suspended based on MSCHE feedback, while the GS determines a more efficient and effective data collection and reporting process. It is anticipated that the new GOA process will be introduced in late Spring 2017.

V. Committee Assignments

Dean Franke discussed the formation of several GC committees that will help review issues including GOA, right-sizing, Statement of Mutual Expectations and Fellowship Allocation for the GC this year. Any councilor interested in serving on one of the aforementioned committees should contact Dean Franke.

There being no other business the meeting was adjourned at 12 Noon.

Graduate Faculty Proposal
October 19, 2016

Proposal

This is a proposal to expand the number of Graduate Faculty categories from three to seven to better reflect the nature of their responsibilities, and roles. It will not have an impact on the review process. It will not change but clarify review standards, and with one exception change the nomination requirements. Finally, the change will allow us to better monitor the composition of our Graduate Faculty.

1. Full Member:
2. Full Member UMS: 5 Year Appointment
3. Full Member Emeriti: 5 Year Renewal
4. Adjunct – Teaching Only: GF who are not eligible to serve on dissertation committees
5. Adjunct – GF eligible to serve on all graduate committees and teach graduate level courses
6. Special Member—5 year appointment
7. Special Member – 1 year appointment: A special designation for the outside faculty

Background

There are currently three categories of membership of Graduate School faculty: Full, Adjunct, and Special.

Full member status is automatically given to tenured and tenure track faculty, College Park Professors, Distinguished University Professors and continues with their University appointment. In addition, Emeriti faculty are also automatically receive Full Member status for five years, which is eligible for renewal. Finally, faculty who hold appointments at other institutions of the University System of Maryland and who participate in approved multi-campus graduate degree programs may be appointed Full Members of the Graduate Faculty at the University of Maryland for a period of five years, subject to renewal.

Adjunct member status is available for Research Faculty, Artists – in- Residences, Librarians, who are not eligible for tenure, but have an appointment with the University of Maryland. They are to be nominated by individual units for a period of five years, and subject to review and approval by the Graduate School.

Special member status is available for those individuals uniquely qualified to participate in graduate education and research activities, but do not have an official affiliation with the University of Maryland. They are to be nominated by individual units for a period of five years, and subject to review and approval by the Graduate School.

Nominations require support from the chair and the Full Members of the Graduate Faculty of the nominating unit. The minimum qualification for all Graduate Faculty is a terminal degree in their discipline. Students are not eligible for Graduate Faculty status.

Graduate Faculty status is tied to the individual, and as such, they are eligible to participate in activities outside their home unit, e.g. graduate committees in another department. Notably, those faculty from the other department were not part of the Graduate Faculty review process for the person in question. Presumably, the individual units would be responsible for policies and guidelines to address participation by faculty outside their unit.

Issue

Graduate Faculty status is required to teach graduate courses at both the Master and Doctoral level, participate in program development and supervise graduate research including participation on thesis and dissertation defenses. As a research intensive university, the minimal qualification of a terminal degree has generally been interpreted as a doctoral degree (research or professional). However, in part due to the growth of professional programs, individuals without a doctorate (e.g. a Master's or sometimes only Bachelor's) have been nominated for Graduate Faculty status. Such individuals may have special expertise, and / or extensive experience which make them uniquely qualified to support graduate education. With support from the unit, we have approved Graduate Faculty status for individuals with a Master's degree. We have not approved individuals for Graduate Faculty status with only a Bachelor's degree regardless of the experience or expertise.

Notably, Graduate School guidelines do not explicitly prevent, Graduate Faculty (Adjunct or Special) without a doctorate to serve as voting members of a doctoral defense committee as well as be a teacher of record for courses limited to doctoral students. As such, our review of Graduate Faculty nominations presumes that the individual is eligible for both master's and doctoral responsibilities. Presumably, it will be the responsibility of the unit to insure the integrity of their internal graduate instruction and research activities. Nonetheless, the dual roles associated with Graduate Faculty status can create confusion in the nomination process.

Proposal

1. Clarify the role of our Graduate Faculty

Graduate Faculty status is required to teach graduate level courses (500 or above) as well as be a voting member on a doctoral or thesis committee. Graduate Faculty must "normally" hold a terminal degree in their discipline. However, membership in the Graduate Faculty should not be viewed as intended solely for the purpose of teaching a graduate course(s), or for serving on a singular or occasional doctoral or thesis committee. Nor should it be intended as a means to recognize an individual who holds a specific terminal degree.

Membership will be conferred on those individuals who participate broadly in the training of graduate students (e.g. teaching courses, supervising graduate research or the culminating experience in a professional graduate program; serving on graduate program committees; chairing doctoral and master thesis committees; etc.). Graduate Faculty should have an active program of research or scholarship that contributes to the discipline and / or an extensive, specialized body of expertise and experience that contributes to the practice of the profession.

Description

1. Full Members: Full Members of the Graduate Faculty are fully engaged in the teaching, research/creative and outreach activities of the campus. They are active members in faculty governance and campus life. This appointment is automatic and continues for a year after the individual leaves the University. Full Member status is awarded to tenured or tenure track faculty (Assistant, Associate, Professors), College Park Professors, Distinguished University Professors, and Emeriti faculty. Tenured or tenure track faculty have been subject to campus guidelines regarding faculty appointment and promotion to tenure. Distinguish University Professors are tenured College Park faculty who have been recognized for their distinguished achievement in teaching, research or creative activities, and service to

the University, the profession and the community. College Park Professors are those individuals who would qualify for appointment at a University System institution at the level of Professor, but who normally hold full – time positions outside the University. College Park Professors are non-paid, non-tenure track titles. Emeriti faculty continue to hold their Full Member status for a period of five years, subject to renewal. Finally, faculty who hold appointments at other institutions of the University System of Maryland and who participate in approved multi-campus graduate degree programs may be appointed Full Members of the Graduate Faculty at the University of Maryland for a period of five years, subject to renewal.

2. Adjunct Members: Adjunct Members of the Graduate Faculty are engaged in the teaching, research, creative or outreach activities of the campus and the larger University of Maryland system. This is a five year appointment or until the individual separates from the University. Adjunct Members of the Graduate Faculty can come from the ranks specified from the following categories in the UMCP Policy on Appointment, Promotion, and Tenure of Faculty (https://www.faculty.umd.edu/policies/titles_ndx.html). This would include, Adjunct, Clinical, Field, Instructional, Research (Faculty, Scientist, Scholar or Engineer) and Artist in Residence faculty with duties primarily in research, scholarship, or artistic creativity. Additionally, Librarians (III and IV), Extension Agents (tenured or tenure track) and Professors of the Practice are eligible for this designation. Other faculty with appropriate terminal qualifications, expertise and experience may be proposed for Adjunct Membership in the Graduate Faculty. In contrast to Full Members of the Graduate Faculty, Adjunct Members have not been subject to campus guidelines regarding faculty appointment and promotion to tenure. Notably, though Adjunct (as well as Special) of the Graduate Faculty are appointed for five years, this appointment will terminate with the termination of the faculty appointment, i.e. the faculty is “separated” from the University.

3. Special Members: Special Members of the Graduate Faculty have no official affiliation with the University of Maryland, but have appropriate terminal qualifications, expertise, and experience which contribute to the mission of graduate education.

Prerogatives of Membership

We propose an expansion of Graduate Faculty membership categories to better reflect their role and responsibilities.

1. Full Members of the Graduate Faculty are eligible to teach courses restricted to graduate student enrollment; serve on program graduate committees; direct Master's thesis research and chair Master's thesis examining committees; direct doctoral dissertation research and chair doctoral dissertation examining committees; and vote for and serve on the Graduate Council and its committees

1a. Full Members represent tenured or tenure track faculty, and Distinguished University Professors. They are subject to the University of Maryland, College Park policy on appointment and tenure review. This is an automatic appointment that continues until they separate from the University. In addition, College Park Professors also automatically receive Full Member status, and are nationally recognized in their chosen field and would qualify for a Full Professor appointment within the University of Maryland system, but normally would hold full time positions outside the University. It is a non-paid, non – tenure track appointment.

1b. Full Members UMS – 5 year: Tenured or tenure track faculty at other institutions within the UMS system. They are subject to the usual nomination process, with Full Member status awarded for a period of five years.

1c. Full Members-Emeriti – 5 year: Emeriti faculty are automatically awarded Full Member status for a period of five years eligible for year renewal. The regular nomination process is required for renewal.

2. Adjunct Members of the Graduate Faculty are eligible to teach courses restricted to graduate student enrollment, serve on program graduate committees, chair Master's Thesis Examining Committees, and co – chair Dissertation committees (the other co-chair must be a Full Member of the Graduate Faculty). We propose two subcategories of Adjunct Members of Graduate Faculty, to better reflect their role in graduate education. Units will have the discretion to choose the appropriate category for the nominee.

2a. Adjunct Member: Full rights and privileges (including teaching, graduate committee participation) of Adjunct Member of the Graduate Faculty

2b. Adjunct Member – Teaching Only:
Limited to teaching graduate students, and may not participate on doctoral defense committees. This will aid in the review process, and allow us to better monitor the activities of the Graduate Faculty.

3. Special Members

Special Members of the Graduate Faculty are eligible to serve on program graduate committees but may not chair Master's Thesis or Doctoral Dissertation Examination Committees. They may co-chair thesis or dissertation committees as long as the other co-chair is a Full Member of the Graduate Faculty. Units will have the discretion to choose the appropriate category for the nominee.

3a. Special Members: A five year appointment with the full rights and privileges of Special Members of the Graduate Faculty

3b. Special Member – 1 Year: A one year appointment with the full rights and privileges of Special Members of the Graduate Faculty.

All nominations to the Graduate Faculty require support from the Chair and the Full Members of the Graduate Faculty within the unit. In some cases, individuals are nominated for Special Member status to serve on a single dissertation defense. In this case, the individual has specialized knowledge or a unique relationship with the student. In these cases, the full nomination process, requiring confirmation from all Full Members of the Graduate Faculty is not deemed necessary and considered needlessly time consuming. Nominations of one year appointments of Special Members will require a letter of support from the DGS and the chair of the dissertation committee. In addition, rather than require support from all the Full Members within the unit, the nomination package will include evidence of support from all Full Members of the Graduate Faculty who are on the specific dissertation committee.

These privileges are subject to the following limitations:

a. Graduate Faculty must have a research / professional doctorate to be eligible to serve on doctoral committees. The eligibility of one with a research / professional doctorate to serve on professional / research doctoral committee is subject to the policies of the degree granting unit.

- b. Graduate Faculty must have a research / professional doctorate to be the instructor of record of a class restricted to doctoral students.
- c. Graduate Faculty with a terminal Master's degree are not eligible to serve as "voting" members on a doctoral / research committee.
- d. Graduate Faculty with a terminal Master's degree are not eligible to be the instructor of record for a class restricted to doctoral students.

Renewals

With the exception of Full Members of the Graduate Faculty who are tenured/tenure track at the University of Maryland, Graduate Faculty status is eligible for renewal with expiration of their appointment with the Graduate School, and / or the termination of their faculty / staff appointment with the nominating unit. All renewals require a full renomination of the individual, with a nomination form, letter of support, a current vita, and evidence of approval by the Full Members of the Graduate. The purpose is to insure transparency of the process. It insures that the unit faculty are kept up to date with the Graduate Faculty status of their colleagues, and where appropriate, continue to have voice in the review and approval process.

Campus Faculty Titles	
Tenured / Tenure Track	
Professoriate	Full, Associate, Assistant
Distinguished University Professor	
Extension	Agent, Senior, Principal
Non-Permanent / Permanent Status	
Librarian	I, II, III, and IV
Not Eligible for Tenure	
Adjunct	Full, Associate, Assistant
Affiliate	Full, Associate, Assistant
Clinical	Full, Associate, Assistant
Visiting	Full, Associate, Assistant
College Park Professor	
Teaching Faculty	
Assistant Instructor	
Lecturer I	Junior, Full
Lecturer II	Full, Senior, Principal
Faculty Specialist	Full, Senior, Principal
Professor of Practice	
Field Associates	Agent, Senior, Principal
Field	Full, Senior, Principal
Research Faculty	
Faculty Assistant	
Post Doctoral	Scholar, Associate
Research Professor	Full, Associate, Assistant
Scientist	Full, Associate, Assistant
Scholar	Full, Associate, Assistant
Engineer	Full, Associate, Assistant
Creative and Performing Arts	
Artist in Residence	Full, Associate, Assistant
Emeritus	
Professoriate	Associate, Full
Distinguished University Professor	
Field	Senior, Principal
Librarians	III and IV
Research Faculty	Full
Artists-in-Residence	
Professor of the Practice	
Lecturers	Principal
Clinical	Professors